

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Personnel Security Specialist		ANNOUNCEMENT NUMBER 0244001	DATES: OPENING 11/05/01 CLOSING (Close of business) 11/19/01	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date)	
SERIES 0080	GRADE GG-13	KNOWN PROMOTION POTENTIAL TO 13	AREA OF CONSIDERATION NATIONWIDE WASHINGTON, DC COMMUTING AREA REGION COMMUTING AREA <input checked="" type="checkbox"/> OTHER NRC Wide		TYPE OF POSITION BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input checked="" type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING NONBARGAINING UNIT <input checked="" type="checkbox"/> PART-TIME TEMPORARY APPOINTMENT NOT TO EXCEED
ORGANIZATION LOCATION Office of Administration Division of Facilities and Security Personnel Security Branch					
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS Minimal	NAME OF IMMEDIATE SUPERVISOR Cheryl Stone		

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY: CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (if this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Implements the NRC Adjudications sub-program of the Personnel Security Branch which involves the determination of an individual's initial or continued eligibility for NRC employment clearance and/or access authorization; administers the pre-employment investigation waiver program under Section 145(b) of the Atomic Energy Act of 1954, as amended; and administers the Branch's Management Information System.

QUALIFICATIONS REQUIRED (if the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade or equivalent.

SPECIALIZED EXPERIENCE is experience that demonstrates detailed knowledge and understanding of security requirements established in legislation, regulations, Federal statutes, Executive Orders and various policy statements affecting U.S. Government personnel security programs.

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS MUST ADDRESS THE RATING FACTORS LISTED BELOW:

1. Knowledge and understanding of personnel security regulations, Federal statutes, Executive Orders, directives and other government issuances and how they govern personnel security.

(EXAMPLE: Describe specific work experience, education, training and

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FOR ADDITIONAL INFORMATION CONTACT Jude Himmelberg EEmail: JVV Mail Stop: T 2D32			TELEPHONE 301	AREA CODE 415-6974
SEND APPLICATION MATERIALS TO:				
<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources U.S. Nuclear Regulatory Commission Washington, D.C. 20555	<input type="checkbox"/> Region I Personnel Officer U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	<input type="checkbox"/> Region II Personnel Officer U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303	<input type="checkbox"/> Region III Personnel Officer U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	<input type="checkbox"/> Region IV Personnel Officer U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

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QUALIFICATIONS REQUIRED - CONTINUED

Candidates must also have knowledge of: U.S. counterintelligence problems and concerns; knowledge of the characteristics of subversive activities and organizations; knowledge of security regulations and policies affecting the employment of individuals.

RATING FACTORS - CONTINUED

development assignments which demonstrate your knowledge of and ability to interpret the Federal government personnel security requirements as delineated by statute, regulation or policy. Describe security programs in which you participated and your role and responsibility within the program and your experience providing advice and guidance on a variety of personnel security matters. Describe the scope and complexity of the issues involved. Provide specific examples and accomplishments pertaining to the above.)

2. Experience and knowledge in investigative, fact-finding and evaluation practices and techniques.

(EXAMPLE: Describe specific work experience, education, training and developmental assignments which demonstrate your knowledge of investigation techniques, interviewing techniques, and fact-finding evaluations and practices. Describe how you have applied this knowledge and for what purpose.)

3. Demonstrated skill in communicating information, ideas and advice in a clear, concise and well organized manner, both orally and in writing.

(EXAMPLE: Describe specific work experience, education, training and accomplishments which demonstrate your ability to communicate information, both orally and in writing. Describe your experience providing advice and guidance to managers. Describe the kinds of oral presentations you have made, to whom and for what purpose. Describe the kind of material you have written such as research papers, letters, memoranda, news articles, essays and reports. Discuss the level of the intended audience and the purpose of the information.)

4. Demonstrated ability to establish and maintain effective work relationships with individuals at various levels while effectively managing multiple projects.

(EXAMPLE: Describe specific training, education and experience that demonstrates your ability to interface tactfully with employees at various levels as well as the public while handling multiple tasks. Describe how establishing effective working relationships have enabled

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RATING FACTORS - CONTINUED

you to develop and implement successful approaches to problem solving, achieve cooperation, and consensus among parties engaged in joint or parallel efforts, and/or resolve conflict.)

NOTE: BREADTH, RECENCY, AND LENGTH OF EXPERIENCE IN THE FIELD, TRAINING, AWARDS AND COMMENDATIONS; PAST AND CURRENT PERFORMANCE; AND COMMUNITY OR OUTSIDE PROFESSIONAL ACTIVITIES WILL BE REVIEWED AS THEY RELATE TO EACH OF THE ABOVE FACTORS TO DETERMINE THE LEVEL OF KNOWLEDGE, SKILL OR ABILITY.

REASONABLE ACCOMMODATION WILL BE MADE FOR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.